

ALPHA PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING MINUTES  
TUESDAY, FEBRUARY 20, 2024

1. CALL TO ORDER

The regular meeting of the Alpha Park Public Library District Board of Trustees was called to order at 7:00 p.m. Tuesday, February 20, 2024 in Meeting Room #1, President Adams presiding. Trustee Strack entered the meeting at 7:08.

Members Present: Kris Adams, Tom Stagg, Sara Woiwode, Joanna Freimuth, Kimberly Strack and Rhonda Wolfe

Members Absent: Julie Bonar

Staff Present: Amy Harris, Aliasha Pendleton

Public Present: None

2. PUBLIC/AUDIENCE COMMENTS ON AGENDA ITEMS

None

3. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

A consent agenda was presented to include #4 (Minutes), 5 (Financial Report and Expenses), 13A (Reinstate Working Cash), and 13B (Revised Parking Lot Policy) by President Adams.

Trustee Stagg made a motion to accept the consent agenda and was seconded by Trustee Wolfe.

This passed by a unanimous roll call vote.

4. MINUTES

*RESOLVED*, THAT THE MINUTES OF THE JANUARY 17, 2024, REGULAR MEETINGS BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

5. FINANCIAL

*RESOLVED*, THAT THE FINANCIAL REPORTS FOR JANUARY BE SUBMITTED FOR REVIEW.

*RESOLVED*, THAT THE EXPENSES FOR JANUARY, IN THE AMOUNT OF \$185,108.69 BE ACCEPTED.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Welcome to the February 2024 Alpha Park Public Library Board of Trustees meeting.

Studio GC has begun its work in a full building inspection. The results of this inspection will play a vital role in how we devote resources to the facilities and will become a major part of the library district's next strategic plan. Other long-term building projects have come to a close or are in their final stages. This is a good time to reflect on what has been accomplished and to dream of what is to come: for the library, for the staff, and for the patrons.

Let's get to work.

## 7. COMMITTEE REPORTS

### A. Finance Committee

Attendees: Tom Stagg, Kris Adams, Amy Harris, Aliesha Pendleton

The Meeting was called to order at 3:30 p.m.

The first item on the agenda was the use of 1099's. There was new legislation passed that requires alerting the Illinois Department of Employment of Security of vendors that are paid for services. The Federal Requirements are a 1099 is required over \$600.00 in a year.

The Working Cash fund was discussed. Aliesha had been in contact with the Auditor about the fund and was waiting for information from the County Clerk.

A vendor was discussed, and it was felt that there may be a need to look at other vendors. Several were discussed. No action taken.

The Management team needs laptops. There is going to be working with the Chaney Technologies to procure what is needed.

Financial reports were reviewed.

Update was provided on the status of the building audit.

The meeting was adjourned at 4:10 p.m.

### B. Building, Grounds, and Safety Committee

No meeting held.

### C. Marketing Committee

Attendees: JoAnna Freimuth, Amy Harris, Heidi Rhea, Sara Woiwode, Beth Weimer

The Meeting was called to order at 4:04 p.m.

Items discussed:

1. Biweekly emails and newsletters: 6100 subscribers, 33% open rate- this is very good
2. The LIN is publishing our vents on the 1<sup>st</sup> of the month, Friends of APL are getting a Facebook page
3. Beth has created a wonderful style guide for Alpha Park publications
4. Heidi is working on getting a grant for the History of Bartonville podcast
5. Beth is working on a sponsorship form for summer reading

Motion was passed unanimously to give Heidi the go ahead to seek podcast sponsorship on behalf of the library.

The meeting was adjourned at 4:43 p.m.

## 8. DIRECTOR'S REPORT

### A. Agenda Items:

- New Hires
- Continuing Education for staff and Director
- Collections & Materials updates
- Finished, Current & Upcoming Projects
- Grants
- March In-Service day

## 9. COMMENDATIONS

Director Harris commended the Reference Department Head, Beth Weimer, for successfully running her first Ladies' Night event at the Library. Director Harris also made mention of the extra efforts being done to get our new online calendar ready to launch.

10. LEGISLATIVE NEWS

None

11. COMMUNICATIONS

None

12. UNFINISHED BUSINESS

None

13. NEW BUSINESS

A. Reinstatement Working Cash Fund

The motion passed in the consent agenda.

B. Revised Parking Lot Policy

The motion passed in the consent agenda.

C. Director Review Committee

President Adams asked for volunteers to join the Director Review Committee. The Trustees of the Director Review Committee includes the following: Kris Adams, JoAnna Freimuth, and Rhonda Wolfe.

14. PUBLIC/AUDIENCE COMMENTS ON NON-AGENDA ITEMS

None

15. Closed Session, per 5 ILCS (Open Meetings Act) 120/2 (c) (2)

16. ADJOURNMENT

There being no other business, the meeting was adjourned at 7:25 p.m.

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President, Kris Adams

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Secretary, Sara Woiwode

*Next regular meeting: **Monday, March 18, 2024 at 7:00 p.m.***